



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

JAN 21 2000

MEMORANDUM FOR MAJOR CLAIMANT STAFF CHAPLAINS

Subj: FOCUS 04/00 (QUARTERLY CHAPLAIN CORPS TRAINING (QCCT))

Ref: (a) CNO memo FOCUS 12/99 of 29 Jul 99
(b) CNO memo OCCASIONAL THOUGHTS: CAREER DEVELOPMENT of
01 Apr 99
(c) OPNAVINST 1730.1C
(d) OPNAVINST 1500.76
(e) OPNAVINST 1000.16J
(f) OPNAVINST 5430.48D

Encl: (1) Quarterly Chaplain Corps Training Curriculum
Development
(2) Quarterly Chaplain Corps Training Key
Milestones

1. Purpose. To implement references (a) and (b) and assign responsibility for providing essential, timely and specific Quarterly Chaplain Corps Training (QCCT).

2. Applicability. This memorandum applies to all Navy Chaplain Corps officers for quarterly training commencing development FY-01 and delivery FY-02.

3. Definitions

a. Quarterly Chaplain Corps Training. Professional development training for Navy chaplains designed to improve individual readiness of chaplains and enhance their ability to respond to emergent operational requirements by receiving essential, timely and specific quarterly training delivered to all Navy chaplains.

b. Program Sponsor. The Chief of Chaplains (CNO N097) is the "technical and program sponsor of training for the Chaplain Corps" (para. 1.b.(6), enclosure (3) of reference (c)). As the program sponsor, the Chief of Chaplains determines program objectives and establishes training requirements (para. 9.d. of reference (d)).

c. Resource Sponsor. The resource sponsor is the OPNAV principal official (OPO) responsible for an identifiable aggregation of resources for programs that constitute inputs to warfare and supporting tasks (appendix B, enclosure (1) of

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reference (e)). The Director of Naval Training (N7), is resource sponsor for professional development (para. N7.8 of reference (f)).

d. Program Manager. As the Quarterly Chaplain Corps Training (QCCT) program manager, the Chief of Naval Education and Training staff chaplain (CNET Code 00F) "has the responsibility of managing resources assigned to their [specific] program and ensuring the program is accurately priced, balanced and executable; who knows the policy and history regarding those assigned resources" (appendix B, enclosure (1) to reference (e)). As the program manager, CNET Code 00F also provides "assessment of program status" as well as actively "managing their assigned program" (para. 9.f. of reference (d)). The program manager implements training and education policy based upon established requirements determined by the program sponsor.

4. Action. Quarterly Chaplain Corps Training (QCCT) for the Navy Chaplain Corps will be implemented as follows:

a. The Chief of Chaplains, as program sponsor of training for the Chaplain Corps:

- (1) Provides direction and policy for the QCCT program.
- (2) Identifies and validates training curriculum standards and requirements.
- (3) Determines future training curriculum themes and training policies.
- (4) Approves and forwards to Naval Education and Training Professional Development and Technology Center (NETPDTC) Code 00G, via Chief of Naval Education and Training (CNET Code 00F), annual QCCT themes, goals and objectives no later than 15 February for the following fiscal year.
- (5) Assigns SELRES chaplain Subject Matter Expert to NETPDTC for QCCT development not to exceed thirty days annually between the dates of 15 Feb and 15 May for the following fiscal year.

b. Chief of Naval Education and Training (CNET Code 00F), as major claimant staff chaplain and program manager of QCCT:

- (1) Directs the development and delivery of QCCT.

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(2) Liaisons with and establishes a working group of stakeholders (e.g., representative chaplains assigned to 3745 and 3750 billets, COMNAVRESFOR and MARFORRES staff chaplains) to recommend out-year development of QCCT themes, goals and objectives no later than 15 October for the following fiscal year.

(3) Drafts and forwards recommended annual QCCT themes, goals and objectives to Chief of Chaplains (N977) no later than 15 January for the following fiscal year.

(4) Coordinates program manager functions and duties with Naval Education and Training Professional Development and Technology Center (NETPDTC) Code 00G.

(5) Reviews, approves and forwards QCCT curriculum materials to Head, Chaplain Resource Branch no later than 15 June for the following fiscal year.

(6) Assimilates and publishes QCCT training dates, locations and topics (via Chaplain Resource Branch (CRB) and Commander, Naval Reserve Force Code (N01G)) to all active and reserve chaplains no later than 30 June for the following fiscal year.

(7) Establishes, maintains and retains evaluation methods of QCCT assessing effectiveness and provide annual feedback to Chief of Chaplains via Director, Training and Reserve Affairs (N977) no later than 31 December for previous fiscal year.

(8) Presents QCCT information briefing at Chief of Chaplains annual Training Plans Conference.

c. Naval Education and Training Professional Development and Technology Center (NETPDTC) Code 00G:

(1) Develops QCCT curriculum materials (to include instructor guides) in accordance with approved annual QCCT themes, goals and objectives and written to standards identified in enclosure (1).

(2) Forwards QCCT curriculum materials to CNET (Code 00F) for review and approval no later than 15 May for the following fiscal year.

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(3) Requests annual assignment of SELRES chaplain for QCCT development for thirty days between the dates of 15 Feb and 15 May. This request will be submitted no later than 01 August for the following fiscal year.

d. Head, Chaplain Resource Branch, as primary resource activity for the Chief of Chaplains:

(1) Reproduces and distributes five copies of QCCT curriculum materials to claimant chaplains no later than 15 July for the following fiscal year.

(2) Ensures QCCT training dates, locations and topics are posted and updated on Chaplain Corps web page no later than 15 July for the following fiscal year.

(3) Maintains archive of completed QCCT curriculum materials.

e. Commander, Naval Reserve Force (Code N01G), as placement, assignment and training officer for reserve chaplains:

(1) Coordinates with Chief of Chaplains (N977) to provide SELRES chaplain Subject Matter Expert to NETPDTC for QCCT development not to exceed thirty days annually.

(2) Coordinates with CNET Code 00F to disseminate and publish QCCT training dates, locations and topics throughout the reserve community no later than 15 July for the following fiscal year.

f. Major Claimant Staff Chaplains:

(1) Coordinate the delivery of the prescribed QCCT in accordance with this memorandum.

(2) Maximize chaplain participation by scheduling the requisite number of QCCT events needed to provide adequate access throughout the claimancy.

(3) Ensure senior Religious Program Specialists (RP) are included in QCCT events noted in enclosure (1) by an asterisk (*).

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(4) Major claimant staff chaplains may delegate On-Site Training Manager (OSTM) to force level (NOBC 3745) or equivalent chaplains. When necessary, if the command structure warrants, supervisory chaplains (NOBC 3740) may serve as OSTM. Ensure assignment of an OSTM to each training session.

(5) Ensure OSTMs identify and designate local Subject Matter Experts (SME) to deliver curriculum and ensure SME access and availability of QCCT curriculum materials.


(6) Provide CNET Code 00F all quarterly training dates, locations and names of OSTMs (with contact information) for entire year no later than 15 June for the following fiscal year.

(7) Distribute training dates, locations, topics and OSTMs to all active and reserve chaplains throughout claimancy.

(8) Ensure all Commanding Officers and Commanders of commands that are assigned chaplains are informed of the training.

(9) Report individual chaplain's completion of QCCT for previous fiscal year and provide feedback to CNET Code 00F no later than 31 October for previous fiscal year.

5. The information in this FOCUS will be incorporated into a future instruction for Chaplain Corps training. Please refer to enclosure (2) which identifies QCCT Key Milestones. If you have questions concerning this FOCUS please contact CDR Alan Baker, CHC, USN, Head of Professional Development, at (703)695-8522 (DSN 225) or via e-mail at <baker.alan@hq.navy.mil>.


A. BYRON HOLDERBY, JR.
Chief of Chaplains

QUARTERLY CHAPLAIN CORPS TRAINING (QCCT)
CURRICULUM DEVELOPMENT

1. QCCT Training Topics

a. Standardized QCCT curriculum materials (to include instructor guides) are provided to claimant chaplains to reinforce four curriculum areas. Quarterly themes, goals and objectives within each curriculum area will be selected and developed by QCCT program manager based on input from QCCT working group and criteria promulgated below. The four curriculum areas and their associated themes are as follows:

- (1) Chaplain Corps Vision, Mission and Guiding Principles
 - Ethics, character and core values
 - Chaplain Corps Code of Ethics and character development
 - Nature of respect
 - Clergy conduct
- (2) Leadership and Management
 - Leadership principles
 - PPBS: the budget cycle and the CRP
 - Supervision and mentoring
 - Sea Services organizational issues
 - Career progression
 - Spiritual growth
- (3) Policy and Procedures *
 - SECNAVINST 1730.7 (series), "Religious Ministries in the DoN"
 - SECNAVINST 1730.8 (series), "Accommodation of Religious Practices in the DoN"
 - SECNAVINST 1730.3 (series), "Contract, Auxiliary Clergy"
 - SECNAVINST 7010.6 (series), "Religious Offering Fund (ROF)"
 - OPNAVINST 1730.1 (series) "Religious Ministries in the Navy"
 - MCO 1730.6 (series) "Command Religious Programs in the Marine Corps"
- (4) Foundations of Institutional Ministry
 - Institutional vs. traditional ministry
 - Access vs. coverage
 - Pluralism

Enclosure (1)

ENCLOSURE (1): QUARTERLY CHAPLAIN CORPS TRAINING (QCCT)
CURRICULUM DEVELOPMENT

- Quality of Life
- Modeling
- Advisory function
- Joint ministry initiatives
- Combat and crisis ministry

b. Major claimant staff chaplains will ensure senior Religious Program Specialists (RP) are invited to all QCCT events and specifically included in those noted above by an asterisk (*).

c. Additional training provided during the quarter may be assigned by the respective major claimant staff chaplain addressing topics specific to the claimancy.

2. QCCT Training Materials

a. QCCT curriculum materials (to include instructor guides supplemented by additional resources identified by QCCT program manager) for the four curriculum areas listed in paragraph 1.a. will be published and distributed to claimant chaplains no later than 15 July for the following fiscal year. Additionally, QCCT training dates, locations and topics will be posted and updated on the Chaplain Corps web page no later than 15 July for the following fiscal year.

b. The QCCT curriculum materials (to include instructor guides supplemented by additional resources identified by QCCT program manager) contains the minimum information to be covered when delivering the session, and may be personalized to better meet the needs of the local group. QCCT curriculum is designed for delivery in one two-hour session per quarter.

c. The same QCCT curriculum materials and resources shall be used at every delivery location and meet these mission capability assessment (MCA) standards of excellence:

- (1) Affirm and be sensitive to the personal worth and dignity of every person.
- (2) Affirm the value and potential of relationship.
- (3) Be free of derogatory statements about any faith group.
- (4) Presented in a balanced, open manner using a variety of perspectives reflective of the audience.
- (5) Be compatible with the varieties of faith expression and free of excessive faith group references.

ENCLOSURE (1): QUARTERLY CHAPLAIN CORPS TRAINING (QCCT)
CURRICULUM DEVELOPMENT

- (6) Be sensitive to languages and graphics concerning sexism, racism, and ethnicity, recognizing the contribution of all people.
- (7) Contain a positive, relevant-to-life declaration supporting pastoral and religious care.

QUARTERLY CHAPLAIN CORPS TRAINING (QCCT)
KEY MILESTONES

Due	Action Item	Action Officer
01 Aug	Request annual assignment of SELRES chaplain for QCCT development for thirty days between the dates of 15 Feb and 15 May	NETPDTC Code 00G
15 Oct	Establish working group of stakeholders to develop out-year QCCT themes, goals and objectives	CNET Code 00F
31 Oct*	Report individual chaplain's completion of QCCT and provide feedback to CNET Code 00F	Major Claimant Staff Chaplain
31 Dec*	Provide annual feedback to Chief of Chaplains via Director, Training and Reserve Affairs (N977)	CNET Code 00F
15 Jan	Draft and forward recommended annual QCCT themes, goals and objectives to Chief of Chaplains (N977)	CNET Code 00F
15 Feb	Approve and forward QCCT themes, goals and objectives to NETPDTC (00G) via CNET (00F)	N977
15 Feb	Assign SELRES chaplain to NETPDTC for QCCT development	N977
15 May	Forward QCCT curriculum materials to CNET (Code 00F)	NETPDTC Code 00G
15 Jun	Provide CNET Code 00F all quarterly training dates, locations and names of OSTMs (with contact information) for entire year	Major Claimant Staff Chaplain
15 Jun	Approve and forward QCCT curriculum materials to Head, Chaplain Resource Branch	CNET Code 00F
30 Jun	Assimilate and publish QCCT training dates, locations and topics (via CRB and CNRF) to all active and reserve chaplains	CNET Code 00F
15 Jul	Reproduce and distribute 5 copies of QCCT curriculum materials to claimant chaplains	Head, Chaplain Resource Branch
15 Jul	Disseminate and publish QCCT training dates, locations and topics throughout the reserve community	Commander, Naval Reserve Force (Code N01G)
15 Jul	Ensure QCCT training dates, locations and topics are posted and updated on Chaplain Corps web page	Head, Chaplain Resource Branch

All dates reflect training requirement for following fiscal year except:

* reflects requirements for previous fiscal year

Enclosure (2)